

Appendix A

SUBJECT ACCESS REQUEST POLICY

This document sets out THE PRIORY SCHOOL TRUST's policy for responding to "subject access requests" under data protection legislation.

A subject access request is a written request for personal data held about you by THE PRIORY SCHOOL TRUST. Data protection legislation gives individuals the right to know what information is held about them. However, this right is subject to certain exemptions.

When we receive a subject access request we will first check that we have enough information to be sure of your identity. This may involve us asking for 2 forms of identification or making contact via phone to confirm the request.

We will gather any manual or electronically held information (including emails) and identify any information provided by a third party or which identifies a third party. This will be redacted or removed from the record.

We will deal with your subject access request without delay and respond within one month of receipt of your request. However, if the work involved is particularly complex or if numerous requests are made then we may extend this period by up to two additional months. In this case, we will inform you about the extension and explain the reasons.

We will not charge a fee for dealing with your request unless it is manifestly unfounded or excessive. If we charge a fee, we will inform you of this and explain the reasons for doing so.

We will explain what steps have been taken in dealing with your request i.e. we will set out the source of your personal information we have gathered.

The information will be provided in a concise, transparent and easily accessible form. It may be provided in writing, or by other means, including, where appropriate, by electronic means.

There are a number of exemptions to our duty to disclose personal data. We will not disclose data that raises safeguarding concerns for a child or that is covered by legal professional privilege. We may seek legal advice in these circumstances.

If we agree that the information is inaccurate, we will correct it and where practicable, destroy the inaccurate information. If we do not agree or feel unable to decide whether the information is inaccurate, we will make a note of the alleged error and keep this on file

If you are not satisfied by our actions, you have the right to refer the matter to the Information Commissioner's Office at:

Information Commissioner's Office
Wycliffe House Water Lane Wilmslow Cheshire
SK9 5AF

If you would like to know more or have any concerns about how your personal data is being processed please contact The Data Protection Officer at: dpo@tpstrust.co.uk

Reviewed June 2018